



PHILIP MORRIS CORPORATE SERVICES INC.

Rue Joseph II, 166
1040 Brussels

Brussels

INTER-OFFICE CORRESPONDENCE

To: A. Reiman
From: D. Greenberg *David*
Subject: US Issues Document Classification

Date: 13th October 1994
C.C.: D. Bushong; S. Murray;
M. Bourlas

Andy,

At my request, Sean Murray has been keeping a record of the documentation this office receives from the US on the various issues and challenges faced by the industry. He has compiled the attached classification of these documents by issue.

I feel this classification would be of value to our field Corporate Affairs personnel as a central reference for information which is available on the issues concerned. A majority of the documentation materials referenced are either cleared or are in the public domain and as such I do not foresee an issue in making them available. However, others are either attorney work product drafts or pieces prepared by the company or its consultants for use in recent legal proceedings and public hearings. Consequently, I would appreciate your input on a number of points:

1. Which of the documents included in the classification should not be distributed to our CA staff even on a case by case needs basis? To assist your review, Sean has indicated *in italics* certain documents which may raise issues.
2. I would propose attaching instructions that the documents in *italics* can only be made available on a case by case basis agreed in advance by legal. Your help in establishing the guidelines would be welcome, if indeed you agree we can proceed in this manner.
3. I would propose limiting distribution of the classification to Brussels team leaders and the head of Corporate Affairs in each market. Updates would be sent out on an as needed basis with prior approval by legal of any additions to the classification. Do you have any thoughts on this?

Your overall comments?

Best regards

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